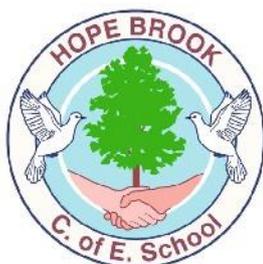


# Applicant Pack – SEN Teaching Assistant



## Hope Brook Church of England Primary School

*Church Road,  
Longhope,  
Gloucestershire. GL17 0LL.*

*Head Teacher : Stephanie Severn*

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Welcome to Hope Brook Church of England Primary School

The school is located in the village of Longhope on the edge of The Forest of Dean. The school's grounds are spacious and very picturesque. There are excellent road links to Gloucester, Cheltenham and Bristol and surrounding areas.

The school site was opened in June 2003 and provides modern and spacious accommodation for up to 120 pupils in five classes with much natural light. It has a craft area, a well-resourced library, a large multi-purpose hall, and a well-equipped kitchen where healthy meals are prepared daily. It has retained the Christian ethos and has well-established links with the local Church.

All this provides an ideal and inspirational teaching environment for the pupils. The grounds are extensive with hard play areas, grassed sports field, trim trail and nature area.

'All staff have high expectations of pupils' behaviour. The school provides a calm and well-ordered learning environment where pupils feel safe and secure.' *OFSTED 2016*



The school maintains close links with the Village community and has a hard working, pro-active PTA.

### **Ethos Statement**

As a school rooted and grounded in God's love and respect for Christian values, we want the young people of Hope Brook to learn and flourish as inquisitive individuals prepared for life in the world – today and in the future.

### **Directions – Hope Brook School**





## **SEN Teaching Assistant**

Thank you for your interest in the job opportunity available at our school.

Hope Brook C of E Primary School is a small, successful rural school that is growing in popularity. We currently have 5 classes.

We are looking for an enthusiastic Teaching Assistant with experience to provide SEN support for children with an EHCP for specific learning and physical needs to include break and lunchtime support for 3 out of the 5 days a week. The post involves some intimate care and managing complex individual needs.

This position is term time only, and temporary until to 31 August 2021.

If you would like the opportunity to join our team, please review the job description and the person specification, and complete the LA application form. Please return your completed application form by e-mail to [admin@hopebrook.gloucs.sch.uk](mailto:admin@hopebrook.gloucs.sch.uk) by noon on Thursday 22 October 2020.

Stephanie Severn  
Headteacher

### **Key Dates:**

**Closing Date – noon on Thursday 22 October 2020**

**Interview Date – Week Commencing 2 November 2020**



## Person Specification – SEN Teaching Assistant

Selection Criteria	Essential	Desirable
<b><u>Qualifications and Experience</u></b>	<ul style="list-style-type: none"> <li>• A good standard of education including GCSE English and Maths</li> <li>• Experience of working with children with additional needs</li> <li>• Experience of IT skills for both learning and communication between colleagues, outside agencies and parents</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching Assistant Qualification</li> <li>• First Aid Qualification</li> <li>• Previous experience of supporting children with complex additional needs</li> <li>• Additional training relating to SEN</li> </ul>
<b><u>Knowledge and Understanding</u></b>	<ul style="list-style-type: none"> <li>• Working Knowledge of the National Curriculum</li> <li>• Ability to motivate and encourage pupils</li> <li>• Ability to adapt learning to meet the needs of individual pupils with additional needs</li> <li>• Assist in the review of EHCPs and My Plans</li> <li>• Ability to identify and prepare appropriate resources under the direction of the class teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading catch-up programmes</li> <li>• Experience of completing 'My Assessment' paperwork</li> </ul>
<b><u>Communication skills</u></b>	<ul style="list-style-type: none"> <li>• Have excellent communication skills and the ability to communicate clearly and concisely both orally and in writing</li> <li>• Ability to maintain confidentiality at all times</li> </ul>	
<b><u>Skills and Attributes</u></b>	<ul style="list-style-type: none"> <li>• Good planning and organisational skills</li> <li>• Be reliable and have excellent organisational and time management skills</li> <li>• Ability to work flexibly as part of a team</li> <li>• Ability to use own initiative and work autonomously</li> <li>• Ability to build positive relationships with parents</li> <li>• To be friendly, approachable and to have a good sense of humour</li> </ul>	



## **Job Description – SEN Teaching Assistant – Level 2**

**Post Title: SEN Teaching Assistant – Level 2**

**Reporting and accountable to: Head Teacher**

**Contract: Fixed Term to 31 August 2021, term time only (38 weeks per year)**

**Pay Grade: GCC Payscale 3 (£18,932 full time equivalent)**

**Hours: 27.5 hours per week**

### **JOB PURPOSE**

To work under the direct instruction / guidance of teaching / senior staff, to undertake work / care / support programmes, to enable access to learning for pupils and to assist the teacher in the management of the pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

The SEN Teaching Assistant role means that the main focus for support/development work is addressing the EHC plan objectives.

### **MAIN RESPONSIBILITIES AND TASKS**

#### **Support for pupils:**

- To supervise the activities of individuals or groups of children (normally up to 8) within the classroom
- To supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities
- To support pupils with sensory and / or physical impairment under the instruction / guidance of a teacher
- To support pupils with non-specific learning difficulties under the instruction / guidance of a teacher
- To support pupils with behavioural, emotional and social development needs under the instruction / guidance of a teacher
- To support pupils with communication and interaction difficulties under the instruction / guidance of a teacher / external agency worker
- To assist pupils with personal hygiene routines including toilet training, changing of incontinent / sick children, dressing and undressing
- To maintain pupils interest and motivation
- To support individuals and group work assigned by the teacher in raising core skills
- To support EHCP plans
- To establish a constructive relationship with pupils and interact with them according to individual needs

#### **Support for the teacher:**

- To provide support for learning activities by making a contribution to supporting a teacher in the planning and evaluation of learning activities and supporting the delivery of learning activities for individual pupils
- To provide feedback to pupils in relation to progress and achievement under the guidance of a teacher
- To contribute to organising effective learning environments and maintaining appropriate records
- To undertake routine marking in line with school policy
- To design and produce displays with minimal supervision

- To contribute information to pupil records
- To provide regular feedback to teachers on pupil achievement, progress and problems

#### **Support for the curriculum:**

- To assist pupils in the use of resources including IT
- To develop pupils competence and independence in the use of ICT
- To monitor pupils responses to learning activities and record achievement / progress as directed
- Administer routine tests

#### **Support for the school:**

- To work with parents to enhance pupil learning
- To liaise and establish constructive relationships with parents / carers
- To support out of hours school learning activities
- To promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy
- To be aware of and comply with policies and procedures related to child protection, equal opportunities, health and safety, security, confidentiality and data protection reporting all concerns to the appropriate person
- To contribute to the overall ethos / work / aims of the school
- To participate in training, other learning activities and performance development as required
- To attend and participate in relevant meetings as required

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary / status / hours and will be subject to discussion.

**Hope Brook C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS check.**